

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE 844
NO. 839

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT		Codes Administration
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>ENERGY CONSERVATION FILES</u> Guidelines, reports, correspondence as it relates to the conservation of energy in new building construction.	Retain for twenty five (25) years, then destroy.
2.	<u>INFORMATION BULLETINS</u> Bulletins published and distributed by the Codes Administration concerning diverse topics pertaining to building codes.	Retain for twenty five (25) years, then destroy.
3.	<u>MODULAR MANUFACTURERS/TESTING FACILITIES</u> General information including reports and correspondence on each modular home manufacturer and each testing facility in the State of Maryland.	Retain for twenty five (25) years, then destroy.
4.	<u>EXAMS</u> These completed certification examinations are administered to employees of manufacturers to determine their familiarity with building codes.	Retain for twenty five (25) years, then destroy.
5.	<u>GENERAL FILES</u> General correspondence, internal memos, reports, and other administrative papers comprise this general file.	Retain for three (3) years, then destroy.
6.	<u>HANDICAPPED FILES</u> Appeals, complaints, correspondence, legislation, and reports concerning a builder's adherence to the building code for accommodating the handicapped in the construction of multi-family or commercial properties.	Retain for five (5) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

11/24/80 
Date Signature

Director
Title

Date

State Archivist

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Item No.	Description	Retention
7.	<p><u>NCSBCS FILES</u></p> <p>Correspondence, newsletters, reports concerning the National Conference of States on Building Codes and Standards.</p>	Retain for three (3) years, then destroy.
8.	<p><u>INDUSTRIALIZED BUILDINGS FILES</u></p> <p>Plans, specifications, and quality control manuals for manufacturers of industrialized buildings.</p>	Retain for twenty five (25) years, then destroy.
9.	<p><u>MOBILE HOMES FILE</u></p> <p>These files contain consumer complaints concerning mobile homes and information about the HUD Mobile Home Program and the NCSBCS Mobile Home Program.</p>	Retain for twenty five (25) years, then destroy.
10.	<p><u>CARD FILES</u></p> <p>A. <u>Location Reports</u> - These location reports identify the final location of all modular homes in the State.</p> <p>B. <u>Certification Cards</u> - These cards contain general information and the pass or fail record of building code enforcement officers.</p>	Retain for twenty five (25) years. then destroy.
11.	<p><u>INACTIVE MOBILE HOME DESIGN FILES</u></p> <p>Sets of plans, specifications, and designs of mobile home construction are found herein.</p>	Retain for five (5) years, then destroy.